

**VILLAGE OF WINNECONNE
FINANCE & PERSONNEL COMMITTEE
MEETING MINUTES
FROM SATURDAY, FEBRUARY 12th, 2011
VILLAGE ANNEX ROOM**

MEMBERS PRESENT: Sherry Livingstone, Kathy Grace,

ALSO PRESENT: Village Administrator Steve Volkert, Trustee Lyle Zabel, Jaci Stelzner

MEMBERS ABSENT: Joe Roehrick

Meeting called to order by Kathy Grace at 2:00 PM.

Public Participation: None

Old Business: Jaci submitted financial report, apologized for it not getting into the packets. Jaci asked if there was anything else they requested. No other suggestions given. Question raised as to if there were any other loans the Village had that was unaccounted for in Jaci's report. Jaci said there was not.

Office Hours for Christmas 2011:

Steve mentioned that he addressed this issue with Kathy and Jaci. Steve said he would be here the day before Christmas Eve and New Years Eve and take floating holidays for those two days. Jaci said Kathy would have to check with the union. Jaci said she would like to check to see if her daughter will be home from school before committing to working that day and take a floating holiday later. She feels it is rare she gets 4 days off and would like to take advantage of this.

New Business:

Budget Update for 2010:

Steve presented the early, end of year report. Shows Village spent \$100,169.01 less than budgeted, and made \$39,431.57 more than budgeted which resulted in \$34,754.93 that could be placed back into the General Fund Balance.

Steve also presented a comparison study that he did to show how Winneconne compares to other communities in regards to taxes and utility rates. The end result is that because of the differences in amount of state funding that the Village gets (both school and municipal), it costs the average household \$45.89 more per month to live in Winneconne than the average of other communities in this region. The board thanked him for the report.

Review Insurance Premiums for 2011-2012:

Steve presented a breakdown on the Insurance premiums and coverages for both EMC and the League of Wisconsin Municipalities. After review, motion was made by Kathy, seconded by Sherry to go with the League of Wisconsin Municipalities Mutual Insurance Company for the coming year. Motion passed 2-0 with one absent.

Upgrade of Administrator's Cell Phone:

Steve requested the Village update his cell phone from a simple Motorola to a BlackBerry. This would give him 24 hour access to all work emails and messages. The service would go from \$47 which it is now to \$79. Steve is requesting his reimbursable service agreement be increased to \$57.50 from the current \$40 with him paying the remaining portion for personal calls. Kathy motioned for the Village to pay for the new phone of \$210 before an \$80 rebate, plus increase the reimbursement to \$57.50. Sherry seconded, motion carried 2-0 with one absent.

Sick Leave Policy & Maternity Leave:

Steve presented the case that Chris Hardy had taken sick leave while his wife was on maternity leave. Neither his agreement nor the Employee Policy Handbook addressed this issue specifically. It was determined that since there was no hard policy in place against this, Chris would be allowed to use any sick leave he still had earned for the maternity leave of his wife. However, Steve was asked to look into how other communities handle this type of family leave. He will bring back for the March meeting.

Jaci also asked what the policy was for Chris to take off when he was working 10 hour days. The board asked that a copy of Chris's school schedule be given to Jaci so she would know when he was on 8 hour days and when he would be on 10 hour days. Steve will request that of Chris.

Adjourn:

Motioned by Sherry to adjourn the meeting at 3:10 PM, seconded by Kathy. Motion approved 2-0 with one absent. Next meeting will be held 7 PM on Monday, March 7th.

Minutes taken and submitted by Village Administrator – Steve Volkert